



## **AzSPO 550 Doing Business with the State of Arizona**

Doing Business with the State of Arizona is a one day workshop intended to acquaint the business community with the basic requirements of doing business with the state.

The workshop includes discussions on:

- What the state expects of its contractors and what contractors should expect from the state
- Procurement terms and acronyms
- Use of the state's SPIRIT e-procurement system to register your business with the [state](#)
- Methods of public procurement in Arizona, such as requests for quotes (RFQs), invitations for bids (IFBs), and requests for proposals (RFPs),
- Best practices for responding to formal solicitations, assembling and submitting offers and the evaluation process
- Pre-award and post-award activities
- Techniques of marketing products and services to State agencies
- Prompt payment issues, common vendor oversights and public procurement ethics
- Contract administration and vendor performance are also addressed

Registration: The cost for the workshop is \$99.00, with class size limited to 12 participants. The registration form may be obtained by clicking on the Business Resources link on the State Procurement Office website (<http://azdoa.gov/spo>). E-mail the registration form to [Terrance.Scott@azdoa.gov](mailto:Terrance.Scott@azdoa.gov) for processing.